

First Sail Program Common Calendar

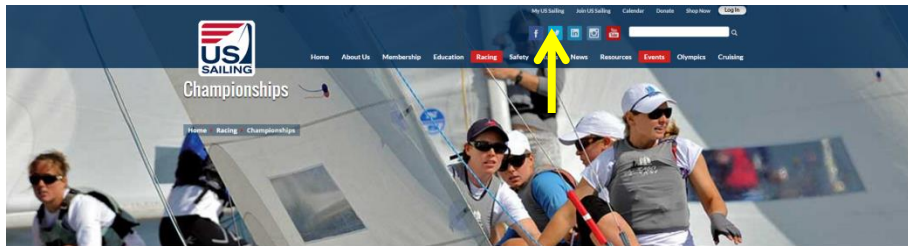
Thank you for your commitment to growing the sport of sailing and joining the First Sail initiative!

The First Sail common calendar is where potential participants are able to find First Sail Experiences listed near them, as well as more information about your organization. Using your US Sailing member ID number (constituent ID number if not a member of US Sailing) you are able to add and edit your organizations experiences.

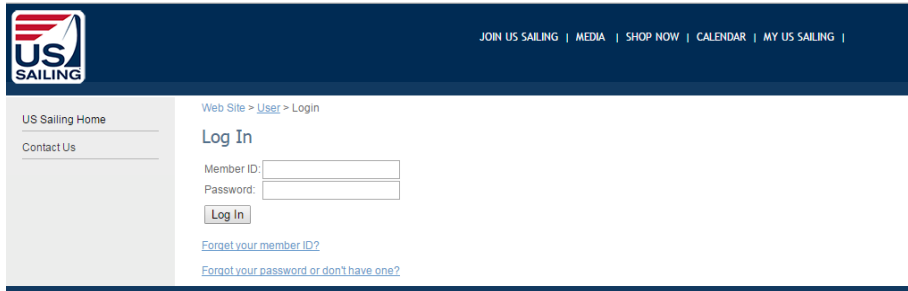
This guide is meant to break down how to add an experience to the common calendar into manageable steps. For more specific questions, or if you experience difficulties that are not addressed in this guide, please direct your questions to FirstSail@ussailing.org

The link provided below will direct you to the US Sailing home page

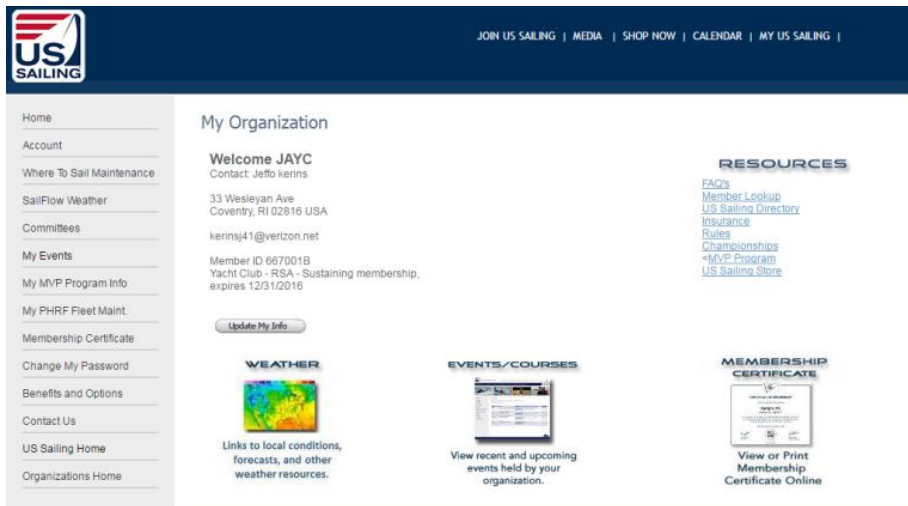
Link – <http://ussailing.org>




Step 1 – Click on the “My US Sailing” link on the top of the home page



Step 2 – Enter your organization’s US Sailing member ID Number / constituent ID number and password.




Step 3 – Follow the “My Events” tab from the “My US Sailing” landing page



JOIN US SAILING | MEDIA | SHOP NOW | CALENDAR | MY US SAILING | [Log Out](#)

US Sailing Home
Contact Us

My Events

[Return to My US Sailing](#) [Add New Event](#) 

Event Type	Start Date	End Date	Event Title	Host Name
No data to display				


[Instructions on Adding/Editing Events](#)

Step 4 – Once on the “My Events” page, follow the “Add New Event”

My Events

[Return to My US Sailing](#) [Add New Event](#)

Add New Event

Event Type: 

Event Title:

Start Date:

End Date:

Event Info Web Address (URL):

Event Registration Web Address (URL):

Event Notes:

Host Member ID [\(what is this?\)](#):

Host Name:

Host Address:

Host City:

Host State:

Host Country:


Host Zip:

Contact Name:

Contact Email:

Contact Phone:

To include this event on any of these specific US Sailing event calendars, please check its box.

- Powerboat Operator Courses
- Racing Clinics
- Basic Sailing Courses & Events
- Navigation Courses
- Match Racing
- Team Racing
- Disabled Sailing
- Junior Olympics
- US National Championships and Qualifiers
- Youth Events
- Safety At Sea Seminars
- First Sail 

Step 5 – Fill in all appropriate fields. It is important that under “Event Type” that course is selected and that under “Event Calendars” that First Sail is selected. If these two items are not selected your experience WILL NOT show up on the common calendar.

My Events

[Return to My US Sailing](#)

[Add New Event](#)

	Event Type	Start Date	End Date	Event Title	Host Name
Edit Delete	Course	8/5/2016	8/5/2016	First Sail Experience	US Sailing

Step 6 – After you submit your experience, it shows up under “My Events”. It may take several minutes for your experience to appear on the common calendar.